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**Flying**  
**CAP FLIGHT MANAGEMENT**

This regulation prescribes the responsibilities of all Civil Air Patrol (CAP) personnel as applicable to the control and management of CAP flying programs, aircraft, and aircrews. Federal Aviation Administration (FAA) requirements referred to in this regulation are minimum standards, and in some instances CAP has established higher standards than FAA minimums. The objective of this regulation is to encourage safety, promote effective and efficient management, establish standardization, and provide effective supervision for CAP flying activities. The practices, procedures, and standards prescribed in this regulation are mandatory. Suggestions for modification and improvement of the CAP flight management program should be forwarded through the chain of command to National Headquarters, CAP/DO.

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## Chapter 1

### GENERAL INFORMATION

**1-1. Purpose and Scope.** This regulation prescribes national standardization for the CAP flight management program.

**1-2. Responsibilities.** All commanders and members are responsible for strict enforcement and compliance with the provisions of this regulation as well as the management of risks associated with flight and mission accomplishment. More detail on risk management may be found in CAPR 55-1, *CAP Operational Mission Procedures*.

**1-3. Supplements and/or Operating Instructions.** No supplements or operating instructions (OIs) to this regulation may be issued by any unit below wing level except the Congressional Squadron.

**a.** Supplements or OIs must be consistent with the intent of national standardization of the CAP flight management program and cannot reduce the requirements of this regulation.

**b.** Proposed supplements, OIs, or changes thereto, shall be submitted to National Headquarters, CAP/DO for approval prior to issuance. If this regulation revision affects a currently approved supplement or OI, the affected supplement or OI shall be updated and submitted for approval within 6 months after the effective date of this regulation.

**c.** Wings operating hot air balloons in CAP flight activities shall publish flight management and operating procedures in a supplement to this regulation IAW paragraph 1-3.b. above.

**1-4. USAF Assigned Missions.** The CAP, as the civilian auxiliary of the USAF, is authorized to perform certain assigned missions of the Air Force. These missions may either be reimbursable or nonreimbursable, depending upon the particular mission. Additionally, the CAP may be authorized by the USAF to provide services to other federal, state, local, and private agencies.

The Air Force determines which missions the CAP will perform as USAF missions on behalf of the Air Force and other agencies. USAF missions in CAP aircraft include all flights to, from, and in conjunction with the assigned mission. All CAP missions assigned by the Air Force, whether in sup-

port of the Air Force or other agencies, will be issued an Air Force mission number or symbol.

**1-5. CAP Corporate Missions.** The CAP Corporation determines which missions the CAP will perform as CAP corporate missions. CAP corporate missions in CAP aircraft include all flights to, from, and in conjunction with the specified mission.

**1-6. Explanation of Terms.** The following terms and acronyms used throughout this regulation are defined and explained as follows:

**a. CAP Aircraft.** Any aircraft (either member owned/furnished or CAP corporate) used in a CAP flight activity.

**b. CAP Corporate Aircraft.** Any aircraft owned by and registered to CAP and any aircraft under an exclusive lease to CAP.

**c. CAP Pilot.** A CAP member holding an FAA pilot certificate who is authorized to operate CAP aircraft on CAP flight activities.

**d. CAP Flight Activity.** Any flight activity authorized by this regulation performed by CAP aircraft.

**e. USAF Assigned Reimbursable Mission.** Any CAP flight activity flown under an Air Force mission number and/or Air Force mission symbol for which Air Force reimbursement is provided.

**f. USAF Assigned Nonreimbursable Mission.** Any CAP flight activity flown under an Air Force mission symbol for which Air Force reimbursement is not provided.

**g. CAP Corporate Mission.** Any HQ CAP approved mission performed by CAP which is not an Air Force assigned mission.

**h. Official CAP Purpose.** The use of CAP aircraft for USAF assigned and/or CAP corporate missions.

**i. Over-water Flights.** Any flight beyond gliding distance of land.

**j. Personal Use.** Any use of CAP aircraft where the primary purpose is for personal benefit rather than for the benefit of CAP.

## Chapter 2

### GENERAL OPERATING RULES

**2-1. General.** To ensure the safe and efficient conduct of CAP flight activities, it is necessary to establish certain general operating rules, policies, and procedures. The following apply to all CAP flight activities:

**a.** CAP aircraft may be used only for an official CAP purpose.

**b.** Smoking is prohibited on CAP aircraft at all times.

**c.** Only CAP pilots (powered aircraft) or FAA certificated mechanics may start, taxi, or otherwise operate CAP aircraft in ground operations.

**d.** All CAP corporate aircraft (except gliders) shall carry a functional fire extinguisher.

**e.** Seat belts shall be worn by all occupants at all times.

**f.** Shoulder harnesses shall be worn by all occupants whose seats are so equipped during takeoff, landing, and anytime the aircraft is operated within 1,000 feet of the surface.

**g.** An FAA flight plan shall be filed, prior to takeoff for all cross-country flights of more than 50 nautical miles distance, except those flights where CAPFs 84, *Counter-narcotics Mission Flight Plan/Briefing Form*, or 104, *Mission Flight Plan/Briefing Form--Mission Debriefing Form*, is required.

**h.** No more than eight persons, including crew members, are permitted on any CAP aircraft.

**i.** On aircraft used for over-water flights (except short durations such as takeoff, approach, and landing) each occupant will wear an individual flotation life vest. The aircraft will also contain inflatable rafts of sufficient number and size to accommodate all occupants and at least one pyrotechnic signaling device.

**j.** "Hand propped" starts shall be accomplished only with a qualified CAP pilot (powered aircraft) or FAA certificated mechanic at the aircraft controls and with a qualified individual conducting the propping.

**k.** Training or flight checks shall only be conducted in aircraft equipped with operable dual controls. Exceptions may be granted in writing by the wing or region commander to accomplish flight checks for a specifically identified member in a member-owned aircraft, provided the check pilot administering the flight check determines it can be safely accomplished.

**l.** No charge may be made for any ground or flight training or flight checks accomplished in accordance with this regulation, except that designated pilot examiners may charge their customary fee when conducting a practical test for issuance of a FAA pilot certificate or rating.

**m.** The limitations, procedures, performance data, etc., contained in the appropriate aircraft operating publications (*Airplane Flight Manual*, *Pilot's Operating Handbook*, *Flight Handbook*, *Owner's Manual*, *Information Manual*, checklists, etc.) shall be adhered to while operating CAP aircraft. All aircraft checklists will be in accordance with the appropriate FAA approved *Pilot Operating Handbook*, *Aircraft Owners Manual* or any

other FAA approved checklists. Checklist use is mandatory in CAP aircraft.

**n.** Individuals holding a FAA recreational pilot certificate are restricted from CAP flight activities.

**2-2. Authorized Airfields.** Unless otherwise authorized, CAP aircraft may operate to and from the following:

**a.** Civilian airports listed in the current FAA Airport/Facility Directory.

**b.** Other civilian airfields for which prior written permission has been obtained from both the owner/operator and either the Executive Director, region commander, or wing commander depending on the level of aircraft assignment.

**c. USAF and Other Military Airfields.** For official purposes only, CAP aircraft may be authorized to land at USAF and other military airfields, provided there are no adequate civil facilities within reasonable proximity of the requested military airfield. When on an Air Force-directed mission, advance permission must be obtained through the military organization being supported. For other official CAP purposes, landing requests must be obtained through the military organization being supported and the appropriate wing liaison office:

(1) 45 days in advance for member-owned/furnished aircraft.

(2) 5 working days in advance for CAP corporate aircraft unless other specific arrangements have been made with a particular military airfield.

**2-3. Required Airworthiness Certificate.** Aircraft used on CAP flight activities must have a current FAA airworthiness certificate. Ultralight, aerolight, hang glider and similar aircraft, autogyros and gyrocopters, experimental, primary category, home-built, and single seat powered aircraft are not authorized for use on any CAP flight activity.

**2-4. Prohibited Uses of CAP Aircraft.** The following uses of CAP aircraft are prohibited:

**a.** Personal use.

**b.** Acrobatic flight.

**c.** Parachuting activities.

**d.** Any use requiring a FAA special flight permit (except ferry permits).

**e.** Flying in air shows unless authorized in writing by the National Executive Director.

**f.** Formation flying unless authorized in writing by the region commander or the Executive Director for National Headquarters (except low-level route surveys flown with a minimum of one-half mile spacing and wing commander approval).

**g.** Dropping of objects unless such action is to prevent loss of life.

**h.** Assistance to law enforcement officers, except as provided for in CAPR 55-1, *CAP Emergency Services/Mission Procedures*.

i. Instruction of cadet student pilots in float, ski, high performance or complex aircraft for the purpose of obtaining a private pilot certificate.

j. Instruction of senior member student pilots (unless specifically authorized in writing by Executive Director). (Training for a glider rating is permitted.)

k. Instruction by non-CAP member certificated flight instructors.

l. Cadet student pilot solo flights without a functioning two-way radio (except gliders).

m. Any activity for hire, lease, rent, profit or reward, except that CAP corporate aircraft may be furnished to CAP-USAF liaison offices under government contract.

**2-5. Geographical Limits for Flights of CAP Aircraft.** Authorization for flights beyond an immediately adjoining wing should be coordinated with the responsible wing and/or region commander. For all other CAP flight activities, CAP commanders may authorize flights as follows:

a. Unit Commanders may authorize flights anywhere within their wing, and over-water flights up to 25 nautical miles from land (except in Alaska, Hawaii and Puerto Rico Wings where flights to adjacent islands may be authorized).

b. Wing commanders may authorize flights anywhere within their region or to an immediately adjoining wing. Wing Commanders may authorize multi-engine aircraft to operate over water to a maximum of one-fourth of the aircraft's range at maximum cruise power provided it is equipped with at least two operational navigation systems.

c. The National Commander, National Vice Commander, National Chief of Staff, Executive Director, region commanders, the National Director of Operations (HQ CAP/DO), and the Congressional Squadron Commander or his/her designee may authorize flights anywhere within the continental United States, Alaska, Hawaii, Puerto Rico, and international flights across US national boundaries. (International flights must be coordinated with HQ CAP/DO prior to the flight.) (Authority is delegated to the Alaska and Puerto Rico Wing Commanders and Pacific Region Commander for adjacent boundaries.)

**2-6. Authorized Passengers.** The following individuals are authorized to fly aboard CAP aircraft:

a. Current CAP cadet, senior, AFROTC affiliate and life members, subject to the following restrictions:

(1) During USAF assigned or CAP corporate missions involving the performance of actual or training emergency services operations, CAP members must be at least 18 years of age and mission qualified (or in mission aircrew training status) to act as pilot, observer or scanner. Any senior/AFROTC CAP member may fly aboard CAP aircraft traveling directly to and from a mission base.

(2) CAP cadets under 18 years of age may participate in CAP flight activities in the following categories:

(a) Cadet orientation flights conducted in accordance with CAPM 50-16, *CAP Cadet Training Pro-*

*gram*. CAP cadets 18 years of age or older **may not** fly on cadet orientation flights

(b) Directly to and from a mission base.

(c) Other flights when approved by the unit commander and the PIC is cadet orientation pilot qualified.

(3) CAP cadets up to 21 years of age may receive flight instruction from a CAP flight instructor leading to an airman certificate or rating, including authorized cadet solo flights and accomplishment of required practical test.

b. FAA inspectors and FAA designated pilot examiners when conducting flight checks.

c. FAA certified Air Traffic Control personnel when receiving CAP flight operations familiarization flights.

d. Military personnel (active, reserve, and civil service) while performing official duties in conjunction with the CAP.

e. AFROTC cadets who are participating in the CAP/AFROTC Flight Orientation Program.

f. CAP employees.

g. An employee of a maintenance facility when the flight is required in conjunction with maintenance being accomplished by that facility.

h. International Air Cadet Exchange (IACE) cadets and escorts in the United States participating in the IACE program (flight release IACE flights as a B-99).

i. Any individual approved by a designated mission coordinator or unit commander when such action would contribute to saving a life.

j. Prospective buyers IAW paragraph 3-4d.

k. All emergency services workers when required to support an actual emergency services mission.

l. Federal, state, county, and local government personnel on authorized training missions when required for accomplishment of operational mission assignments that would be performed on actual emergency services missions where ground training is not practical. Approval for this category of individual may be IAW approved MOU or paragraph m. below.

m. Other individuals only with the prior approval of the National Headquarters. Requests for approval shall be forwarded through the responsible wing and region commanders for corporate missions. For permission to fly on an Air Force assigned mission, the request must originate with the wing commander, be coordinated through the wing liaison officer and CAP-USAF LR. Certain requests can be approved by the CAP-USAF LR; however, if HQ CAP-USAF approval is needed, the request must arrive at HQ CAP-USAF/XO 7 workdays prior to the flight.

n. All non-CAP members eligible to ride aboard CAP aircraft must execute a CAP Form 9, *Release (for non-CAP Members)*, prior to the flight. EXCEPTION: Military/ federal employees in the performance of their official duties are not required to execute a CAP Form 9.

o. All passengers must receive a briefing consisting of at least the following items:

(1) Entry / Exit door operations

(2) Emergency exit / egress procedures

(3) Use of passenger restraint systems

(4) Location and use of on-board emergency equipment

- (5) No smoking policy
- (6) Other briefing items determined by the pilot

**2-7. Aircraft Mishaps.** Any CAP pilot who is involved in an aircraft mishap while on a CAP flight activity shall not participate in any CAP flight activity pending the results of an investigation into the mishap. A CAPF 5, *CAP Pilot Checkout*, flight check is required prior to resuming participation in CAP flight activities if pilot proficiency is identified as a contributory cause to the mishap. Reinstatement must be approved by the wing (region) commander pending the results of the formal CAP mishap investigation. CAP pilots and commanders will follow CAPR 62-2, *Mishap Reporting and Investigation*, in the notification, reporting, and investigation of such mishaps.

**2-8. Operations Monthly Activity Report.** Each wing and region shall report all aircraft flying time totals to HQ CAP/DO monthly. This report shall be prepared and submitted in accordance with instructions provided by HQ CAP/DO, and shall include all flying hours (both member-owned/furnished and corporate aircraft). The primary source document for the monthly activity report is the CAPF 99, *CAP Flight Release Log*; secondary source documents are CAPFs 84, 104 and 10, *Request, Authorization, and Report for Training/Evaluation Missions*. Corporate aircraft total times may also be obtained from aircraft tach/hobbs flight log sheets.

**2-9. Pilot Records.** Unit commanders shall maintain a file or record on each active CAP pilot assigned to their unit. Pilot records need only be maintained at one location, except check pilot records will be duplicated at the wing stan/eval office. Records of wing assigned pilots should be maintained at the wing headquarters. All pilot records shall contain as applicable:

- a. Copy of FAA pilot certificate
- b. Copy of current FAA CFI certificate
- c. Copy of current FAA medical certificate
- d. Documentation of current biennial flight review
- e. Copies of all CAPFs 5 establishing aircraft qualification or currency
- f. A current copy of each completed aircraft questionnaire
- g. Proof of annual CAPF 5 written examination completion
- h. Copy of the most current CAPF 91, *CAP Mission Pilot Checkout*
- i. Signed Statement of Understanding (Attachment 4)
- j. Copy of current designation as a cadet orientation pilot, check pilot, instructor pilot and mission check pilot
- k. Copy of a letter or certificate indicating successful completion of the National Check Pilot Standardization Course.

**2-10. CAP Membership Cards and Uniforms.** All CAP members shall wear an appropriate CAP uniform

and carry a current CAP membership card when participating in CAP flight activities. When specified by the requesting agency and authorized by the wing commander, uniforms are not worn on designated counterdrug flights.

**2-11. Suspension of CAP Flying Privileges.** Commanders have the responsibility for flying safety and compliance with this regulation.

a. Commanders may direct the immediate suspension of CAP flying privileges of any CAP pilot under their command if, in the judgment of the commander, the pilot's flying is unsafe or the pilot has violated the provisions of this regulation. Such suspensions shall apply to all CAP flight activities (including passenger or crew member status), irrespective of location. Commanders exercising this authority shall notify the affected pilot in writing within 7 days of the date on which that pilot was suspended of the reason(s) this action was taken.

b. Commanders will file a copy of the suspension with the region commander and all intermediate commanders within 14 days of the suspension. Included should be reasons and duration of the suspension. The region commander may approve or disapprove the suspension and if disapproved may reduce or increase the suspension as deemed appropriate. Copies of the region commander's final action on any suspension must be sent to the suspended pilot, the immediate commanders and HQ CAP/DO within 14 days of such action. The report shall set forth the reasons for and duration of the suspension.

c. CAP members whose flying privileges are suspended may seek reconsideration by making written request for a review board within 14 days after being notified of the action of the region commander. The member shall provide copies of the request to all intermediate levels of command. The request must set forth a detailed statement enumerating all facts and circumstances offered to support reconsideration. The region commander shall appoint a review board consisting of one to three officers who are mission qualified pilots within 14 days of his or her receipt of the request and shall designate one as the chairperson. There is no requirement for a hearing, recorded testimony or application of the rules of evidence. The review board shall conduct its review and make its report and recommendation to the region commander within 21 days. Upon reconsideration, the region commander shall consider, but is not bound by, the recommendation of the review board. The region commander shall notify the CAP member and all intermediate levels of command of his or her decision. The decision of the region commander on reconsideration is final and is not subject to further review or appeal. A request for reconsideration will not interrupt the suspension. Suspensions under this provision shall not be subject to review by filing a complaint under CAPR 123-2.

d. Commanders may require any CAP pilot under their command to complete a special flight check. The commander shall designate the CAP check pilot who will administer the flight check. Pending completion of a directed special flight check and action by the commander as provided in subparagraphs a., b., and c. of this section, the individual pilot will be suspended from all flight activities.

**2-12. FAR Exemptions.** CAP has two exemptions granted by the FAA. An exemption to FAR 61.113 allows our pilots to obtain reimbursement as a private pilot and an exemption to FAR 91.501 which provides a tool for CAP to comply with specific FAR requirements regarding certain transportation flights. See Attachment 13 for details.

**2-13. Aircraft Information File.** Each wing will establish a standard Aircraft Information File. This file will be onboard the aircraft during all flight operations. As a minimum it should contain:

- a. An indexed table of contents
- b. A flight log
- c. Airworthiness status
- d. Discrepancies
- e. VOR checks
- f. Weight and balance information
- g. A channel index for CAP communication radios
- h. Current copy of CAPR 60-1
- i. Appropriate CAP forms

j. Mishap notification procedures

**2-14. Flight Time and Duty Limitations.** Pilots will not exceed 10 hours flight time during a 14-hour crew duty day. The crew duty day begins when reporting for work or CAP duty (whichever occurred first) and ends upon engine shutdown at the completion of the flight activity. At least a 10-hour crew rest period should be provided between duty days.

**2-15. Crosswind Limitation.** The maximum crosswind for operating CAP aircraft is that which is stated in the *POH* as the maximum demonstrated crosswind velocity.

**2-16. Prohibited Equipment.** The use of night vision devices by CAP personnel in CAP aircraft is prohibited.

**2-17. Emergency Procedures Training Restrictions.** Simulated emergency procedures will only be conducted during day, visual meteorological conditions. Unless initiated over a hard surface runway, with the intent to land, simulated forced landings will be discontinued prior to descending below 500 feet above the surface.

## Chapter 3

### PILOT QUALIFICATIONS AND REQUIREMENTS

**3-1. General.** This chapter prescribes aircrew qualifications and requirements to fly CAP aircraft.

#### **3-2. Pilot Qualifications.**

**a. CAP Cadet Solo Pilot.** The following basic requirements must be met to be qualified as a CAP cadet solo pilot in CAP aircraft:

- (1) Be an active CAP member at least 16 years of age (for balloon or glider be age 14 or older).
- (2) Possess a valid FAA student pilot certificate.
- (3) Possess a valid, current medical certificate (not required for gliders or balloons).

(4) Have received the required instruction from a FAA certificated flight instructor (CFI/CFIG) and received a solo endorsement IAW FARs from a CAP instructor pilot.

**b. CAP Pilot.** The following basic requirements must be met to be qualified as a CAP pilot in CAP aircraft:

- (1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).
- (2) Possess a valid FAA private, commercial or airline transport pilot certificate.
- (3) Possess a valid, current medical certificate (not required for gliders).
- (4) Satisfactorily complete a CAPF 5 flight check in an aircraft (in an appropriate group) within the preceding 12 months.
- (5) Complete an annual CAPF 5 written examination and annual aircraft questionnaires (Attachments 2 and 3) for each aircraft authorized to fly.

**c. Instructor Pilot.** The following requirements must be met to be qualified as a CAP instructor pilot in CAP aircraft.

- (1) Possess a current FAA certificated flight instructor certificate.
- (2) Be CAP current and qualified in the aircraft type.
- (3) Be designated in writing by the Executive Director, region or wing commander.

**d. Check Pilot.** The following requirements must be met to be designated as a CAP check pilot:

- (1) Be an active CAP pilot at least 18 years of age.
- (2) Possess a valid FAA airline transport pilot certificate or commercial certificate with an instrument rating (Instrument rating not required for glider check pilot).
- (3) Possess a current FAA CFI certificate for the appropriate category of aircraft. (In unusual situations, a written waiver to the CFI requirement may be granted by the appropriate region commander.)
- (4) Satisfactorily complete the National Check Pilot Standardization Course (NCPSC) prior to initial appointment and every 2 years thereafter. (Satisfactory completion of the NCPSC constitutes completion of the classroom instruction and a check ride, with a CAP check pilot approved by the wing stan/eval officer. (Course length and check ride completion standards are stipulated by the cur-

rent NCPSC.) (Successful completion of the NCPSC authorizes the graduate to wear the National Check Pilot Patch. The patch will be worn as an optional patch on the flight uniform.)

(5) Be current and qualified in at least the aircraft group used for any flight check. Individuals who do not possess a current medical certificate and can not maintain currency in group may function as a CAP check pilot as long as they are approved in writing by the region/wing commander and can show prior currency in CAP aircraft within the group aircraft in which they will be administering check flights.

(6) Be designated in writing as a check pilot by the Executive Director, region or wing commander.

**e. Cadet Orientation Pilot.** The following requirements must be met to be designated as a cadet orientation pilot:

- (1) Be an active CAP pilot at least 21 years of age (or 18 years of age with a valid FAA CFI certificate).
- (2) Have a minimum of 200 hours (500 hours for AFROTC orientation flights) total pilot-in-command (PIC) time in the category and class of airplane to be used. Glider pilots must have at least 50 hours or 100 flights as PIC of a glider or be a current CFI.
- (3) Satisfactorily demonstrate a thorough knowledge of the *Cadet Flight Orientation Program Syllabus* (CAPF 77) to a CAP check pilot and have the CAPF 5 flight check annotated as qualified to conduct cadet orientation flights.

(4) Be designated in writing as a cadet orientation pilot in the applicable aircraft group(s) by the present Executive Director, region or wing commander.

(5) Overseas cadet units may use military aero club aircraft and pilots to administer cadet orientation rides IAW CAPF 77. Military aero club pilots will comply with paragraph 3-2.e.(2) and be thoroughly familiar with the cadet orientation flight syllabus (CAPF 77).

**f. Search and Rescue/Disaster Relief Mission Pilot.** Qualified IAW CAPR 50-15.

**g. Mission Check Pilot.** The following requirements must be met to be qualified as a CAP mission check pilot in CAP aircraft.

- (1) Be a highly experienced and qualified mission pilot with a through knowledge of CAPR 50-15 and CAPR 55-1.
- (2) Have a minimum of 25 mission sorties as PIC and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*, IAW paragraph 3-9.a. of this regulation. This check is valid for 24 months through the end of the month in which it was taken.
- (3) Be designated in writing by the Executive Director, region or wing commander.

**3-3. Pilot Aircraft Qualification Requirements.** The following qualification requirements must be met to operate the indicated aircraft as PIC on CAP flight activities. Cer-



tificate and flight experience requirements do not apply to student pilots under the supervision of a CAP instructor.

**a. Single Engine.** For single-engine aircraft:

(1) Possess a valid FAA private, commercial or airline transport pilot certificate including an airplane category and single-engine class rating.

(2) For aircraft with conventional (tail wheel) landing gear, have a minimum of 25 hours PIC (50 hours for DHC-2) time and 50 takeoffs and landings in tail wheel aircraft.

(3) For high-performance aircraft (per FAR Part 61), have a minimum of 100 hours total PIC time, of which at least 10 hours PIC time and 25 takeoffs and landings must be in high-performance aircraft.

(4) For complex aircraft (per FAR Part 61), have a minimum of 100 hours total PIC time, of which at least 10 hours PIC time and 25 takeoffs and landings must be in complex aircraft.

**b. Multi-Engine.** For multi-engine aircraft:

(1) Possess a valid FAA private, commercial or airline transport pilot certificate including an airplane category and multi-engine class rating.

(2) Have a minimum of 250 hours total PIC time.

(3) Have at least 50 hours PIC time and 50 takeoffs and landings in multi-engine aircraft.

**c. Gliders.** For gliders:

(1) Possess a valid FAA private or commercial certificate with a glider rating.

(2) Be authorized for the launch method (aero tow or ground tow) used.

(3) Have a minimum of 5 total PIC hours or 10 flights as PIC in gliders.

**d. Balloons.** See paragraph 1-3.c. of this regulation.

### 3-4. Pilot-in-Command Requirements.

**a. General.** Individuals must meet the following general requirements to be PIC of any CAP aircraft. Additional requirements are applicable to check pilots, USAF assigned missions, emergency services operations and flights carrying cadet passengers.

(1) Be an active CAP pilot, CAP cadet solo pilot or a CAP glider student pilot under the supervision of a CAP glider instructor pilot.

(2) To carry passengers be an active CAP pilot at least 18 years of age and possess a valid FAA private, commercial or airline transport pilot certificate.

(3) Meet all applicable FAR requirements for the flight to be conducted.

(4) Have on file a signed copy of the Statement of Understanding dated 1 January 1992 or later (Attachment 4).

**b. Air Force Assigned Missions and Emergency Services Operations.** In addition to the general requirements above, individuals must meet the following to be PIC of CAP aircraft on USAF assigned reimbursable missions and during emergency services operations.

(1) Be an active CAP pilot at least 18 years of age and possess a valid FAA private, commercial or airline transport pilot certificate.

(2) Be a current and qualified SAR/DR, CD or transport mission pilot (or in formal training under CAPR

50-15, *CAP Operational Missions*, and possess at least a CAPF 101T, *Civil Air Patrol Advanced Specialty Qualification Training Card*, as a mission pilot trainee).

**c. Cadet Orientation Flights and Other Flights Carrying Cadets.** In addition to the general requirements above, individuals must meet the following to be PIC of CAP aircraft on cadet orientation flights or other flights carrying cadets.

(1) For CAP and AFROTC cadet orientation flights, meet the requirements for cadet orientation pilots specified in paragraph 3-2e.

(2) For other flights of CAP cadets when approved by the unit commander. The pilot must be a current CAP cadet orientation pilot.

(3) For transportation of CAP cadets directly to and from a USAF assigned reimbursable mission, be a current and qualified SAR/DR or transport mission pilot.

**d. Prospective Buyer.** When approved by HQ CAP/DO, a non-CAP member pilot who is a prospective buyer may fly as a passenger on CAP corporate aircraft for the purposes of aircraft evaluation.

**3-5. CAP Form 5 Flight Checks.** All CAP pilots, except CAP cadet student pilots or CAP glider student pilots under the supervision of a CAP instructor, must satisfactorily complete required CAPF 5 flight checks. The minimum level of proficiency acceptable is that contained in the current FAA Pilot Practical Test Standards for the certificate held. For CAP instructor/check pilots, the minimum level of proficiency acceptable is that contained in the current FAA Flight Instructor and Commercial Pilot Practical Test Standards. CAPF 5 flight checks shall be administered and accomplished in accordance with the guidelines contained in Attachment 5. Whenever possible, the check pilot **will not** be the PIC. All CAP flight checks, except mission flight checks, are valid for 12 months, through the end of the month in which it was taken.

**a.** An initial CAPF 5 flight check administered by a CAP check pilot must be satisfactorily completed prior to designation of a CAP member as a CAP pilot.

**b.** All CAP pilots must complete an initial CAPF 5 flight check in each aircraft type flown.

**c.** All CAP pilots must satisfactorily complete an annual flight check administered by a CAP check pilot in each applicable aircraft group. A flight check administered by a FAA inspector, designated check airman, or designated pilot examiner is acceptable provided the individual administering the flight check completes and signs the CAPF 5 and the CAP specific items are verbally covered by an authorized CAP check pilot who also signs the CAPF 5. A flight check accomplished in an aircraft in groups 2, 3, or 4 of Table 3-1 also satisfies the requirement for all aircraft in group 1 in which the particular pilot has previously completed a CAPF 5 initial flight check. A flight check accomplished in an aircraft in group 4 of Table 3-1 also satisfies the requirement for all aircraft in groups 1, 2 and 3 in which the particular pilot has previously completed a CAPF 5 flight check.

**d.** CAP check pilots must satisfactorily complete an annual CAPF 5 flight check administered by a FAA inspector, designated pilot examiner authorized to administer

CFI flight checks, CAP check pilot designated by the national, region, or wing commander to administer check pilot flight checks, or in conjunction with the National Check Pilot Standardization Course in each applicable aircraft group.

e. All CAP pilots who hold an instrument rating or ATP certificate and desire to exercise instrument privileges on CAP flight activities shall demonstrate instrument proficiency by satisfactory accomplishment of at least one partial panel unusual attitude recovery, one holding pattern, and one instrument approach from section XIV of CAPF 5. Additional items contained in section XIV may be required at the discretion of the check pilot administering the flight check. Pilots desiring to exercise instrument privileges in multi-engine aircraft shall demonstrate instrument proficiency in a multi-engine aircraft, including instrument approaches with one engine simulated inoperative.

f. HQ CAP/DOV will publish an annual CAPF 5 written examination. The exam will be taken from current FAA material and this regulation. Minimum passing score is 80%. The pilot being evaluated should obtain and complete the test prior to the scheduled flight check date so the examination can be graded and presented at the time of the flight check. The CAPF 5 written examination shall be satisfactorily accomplished once per year by all CAP pilots as a part of their annual flight check. (The written examination is not required on subsequent CAPF 5 flight checks, such as an initial aircraft check, if it has been satisfactorily completed during the preceding 12 months.)

g. An aircraft questionnaire (Attachments 2 and 3) for each aircraft a CAP pilot is authorized to fly will be accomplished annually in conjunction with the annual standardization flight evaluation and presented to the check pilot at the time of the check ride. Other evaluations require a completed aircraft questionnaire for the aircraft used during the evaluation.

h. All CAPF 5 flight checks shall include a minimum of three (including soft and short field procedures) takeoffs and landings. If conditions are appropriate, at least one crosswind landing must be demonstrated. CAP pilots who operate amphibious, float or ski equipped aircraft must satisfactorily demonstrate water or ski operations, including a minimum of three water or ski takeoffs and landings.

**3-6. CAP Pilot Flight Training Leading to an Additional Airman Rating or Certificate.** A senior member may receive flight instruction from CAP instructors in CAP aircraft as follows:

a. CAP pilots who have been an active member of CAP for at least 1 year, are authorized to receive flight training leading to the addition of an instrument rating on an existing private or commercial pilot certificate when his training has been approved by the wing (or region) commander and is conducted in CAP corporate aircraft. (Use mission symbol C-1)

b. CAP senior member mission pilots are authorized flight training leading to an instrument rating. (Use mission symbol B-99; this specific mission has been approved by HQ CAP-USAF and requires no further approval.)

c. CAP senior member mission pilots are authorized flight training leading to an airman rating or certificate (instrument, commercial, certificated flight instructor or certificated flight instructor instrument). (Use mission symbol C-1).

d. CAP senior members are authorized flight training in gliders by CAP CFIGs leading to a glider rating. This training must be approved in writing by the wing commander. This approval **does not allow** instruction of senior member student pilots in powered aircraft. (Use mission symbol C-1).

e. Non-pilot CAP senior member airplane flight training is not authorized unless requested in writing and approved by the Executive Director.

**3-7. Standardization and Evaluation Program.** The Stan/Eval Program is the commander's tool to validate the effectiveness of the CAP flying program, as it pertains to the CAP mission and individual pilot flying duties. The backbone of the Stan/Eval Program is the wing and squadron stan/eval officer, ensuring front-line compliance with program objectives and protection of CAP resources. A stan/eval officer must be a CAP check pilot. The stan/eval officer position description is as published in CAPM 20-1, *Organization of Civil Air Patrol*.

a. **HQ CAP.** The director of operations sets the policy and serves as a guide for conducting the CAP Stan/Eval Program. The Headquarters chief of standardization and evaluation (HQ CAP/DOV) is the office of primary responsibility (OPR) for:

(1) Review and maintenance of CAPR 60-1.

(2) Monitoring of HQ CAP programs to ensure policies and guidance set by HQ CAP are adequate.

(3) Publication of the annual CAPF 5 examination.

b. **CAP Region/Wing.** The region/wing commander shall establish plans, policies and procedures necessary to conduct a region/wing Stan/Eval Program. The region/wing stan/eval officer will:

(1) Implement a Check Pilot Program.

(2) Conduct evaluations of wing/squadron check pilots to identify program trends and on request report those trends to HQ CAP/DOV for overall trend analysis.

(3) Appoint, with the wing commander's concurrence, a limited number of highly qualified check pilots to assist in the implementation of the Check Pilot Program.

(4) Assist subordinate stan/eval officers in the implementation of Stan/Eval Programs.

**3-8. Proficiency Requirements for CAP Pilots.** Pilots are encouraged to maintain currency and proficiency by accomplishing a self-conducted proficiency flight as described in Attachment 10 at least once every 90 days (C-1 mission symbol).

**3-9. Requirements for CAP Mission Check Pilots and CAP Mission Pilots.**

a. All mission check pilots must be CAP members and current and qualified SAR/DR mission pilots. To qualify as a mission check pilot, CAP SAR/DR pilots must have a minimum of 25 mission sorties (actual and/or training) and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*. This check ride shall be given by a mission check pilot authorized by the wing commander to administer mission check pilot

check rides. During the check ride, candidates will be required to demonstrate their ability to perform and evaluate all applicable areas of the CAPF 91 (may be concurrent with the biennial mission pilot check). Mission check pilots need not be FAA CFIs, but should be appointed based upon their knowledge of CAP mission pilot procedures, ability to determine qualifications of CAP mission pilots, and ability to properly administer mission pilot flight checks.

b. SAR/DR/CD mission pilots are authorized 4 hours of proficiency flight training per calendar month under AF assigned non-reimbursed mission status. These flights should be released using a B-12 mission symbol and flown IAW Attachment 10.

c. SAR/DR/CD mission pilots must accomplish a CAPF 91, *CAP Mission Pilot Checkout*, every 24 months, through the end of the month that the evaluation was taken.

### AIRCRAFT GROUPS

<p><b>GROUP 1</b></p> <p>Single engine, tricycle landing gear, 4 or less seats, 200 hp or less, fixed pitch propeller, fixed landing gear.</p>	<p><b>GROUP 2</b></p> <p>High performance, single engine tricycle landing gear; 5 or more seats, or more than 200 hp; or turbocharged engine, controllable pitch propeller, or retractable landing gear.</p>
<p><b>GROUP 3</b></p> <p>Single engine, conventional landing gear, 4 or less seats, 200 hp or less, fixed pitch propeller fixed landing gear.</p>	<p><b>GROUP 4</b></p> <p>High performance, single engine conventional landing gear; 5 or more seats, or more than 200 hp; or turbocharged engine, or controllable pitch propeller, or retractable landing gear.</p>
<p><b>GROUP 5</b></p> <p>All water capable airplanes (amphibious or floats).</p>	<p><b>GROUP 6</b></p> <p>All multi-engine airplanes.</p>
<p><b>GROUP 7</b></p> <p>All gliders.</p>	

**Table 3-1**

**Notes:**

- Groupings are applicable to all CAP aircraft (member owned or CAP corporate).
- An aircraft falls within the highest group for which any of the criteria contained in a group applies.
- For the purposes of CAPF 5 flight checks, aircraft on the same line below are considered equivalent (an initial flight check in any one of the aircraft on a line satisfies initial flight check requirements for all aircraft on the same line):
  - T-41 (145 hp, 180 hp fixed pitch), C-172 (145 hp, 150 hp, 160 hp, 180 hp fixed pitch)
  - T-41 (180 hp constant speed), C-172XP, C-172 (180 hp constant speed), C-175
  - T-41B (210 hp constant speed), C-182
  - C-150, C-152
  - C-R182, C-R172
  - C-205, C-206, C-207
  - PA28-140, PA28-160, PA28-161, PA28-180, PA28-181
  - PA28R-200, PA28R-201, PA28R-180
  - PA28-235, PA28-236
  - PA32-300, PA32-301, PA32-260
  - Kachina 2150, 2180
  - Mooney M20, M21
  - T-34A, T-34B
  - BE33, BE35
  - AA5, AA5A, AA5B

## Chapter 4

### CORPORATE WING LIAISON OFFICER FLYING PROGRAM

**4-1. General.** This chapter addresses corporate liaison officer (LO) flight operations and reimbursement procedures.

**4-2. Membership Status.** CAP wing liaison officers are CAP members by virtue of their employment. Liaison officers will wear USAF uniforms, to include the appropriate USAF patches, when flying corporate aircraft in the line of duty.

**4-3. Flight Operations.** LOs must satisfy the requirements of CAPR 60-1 and all Federal Aviation Regulations (FARs) to perform duties in CAP Aircraft.

**a.** All LO flights IAW this regulation carry AF mission status and are limited to L1 missions only. CAP LOs are prohibited from flying Category A or B missions. This restriction does not prevent liaison officers from flying mission observation flights, as a non-crewmember, with CAP aircrews as part of their advice, liaison and oversight responsibilities.

**b.** HQ CAP/DO will provide each LO with the required flight publications.

**c.** Permanent loss of flying status (medical or otherwise) is cause for termination.

**d.** LOs must have a commercial pilot's certificate with instrument, single-engine land ratings (multi-engine land required if the LO will be flying multi-engine aircraft) and a current Class II medical certificate.

**e.** The LO may use the "PARD" aircraft call sign as assigned by the CAP-USAF/LR.

**f.** The LO may flight release his/her own flight.

**g.** Newly assigned LOs will receive a formal aircraft checkout in the aircraft they will normally fly. An initial qualification training syllabus is available from HQ CAP/DOV.

**h.** LOs **will**, as a minimum, maintain FAR passenger carrying currency (day and night) in all classes of aircraft in which they are qualified, and track completion of their FAR currency requirements using a personal logbook. LOs will furnish currency information to HQ CAP upon request.

**i.** LOs will fly a minimum of 80 hours per fiscal year.

**4-4. Reimbursement Procedures.** LO flying time will be reimbursed directly from HQ CAP/FMF to the

appropriate CAP wing at the published Air Force reimbursement rate for corporate-owned aircraft.

**a.** HQ CAP/DO in coordination with HQ CAP/FM will determine the total number of reimbursed hours allocated to each LO based on specific flying requirements.

**b.** The LO **will not** fly aircraft under the CAP-USAF contract rental program.

**c.** CAP-USAF regions may monitor the LO's flying program, however, funds management **will not** be a CAP-USAF LR function. LOs will be responsible for their individual funds management, subject to HQ CAP/DO oversight.

**d.** The LO and wing commander(s) must sign an agreement, supplied by HQ CAP/DOV, ensuring each party is aware of their individual responsibilities. Each agreement will be given a number using the two-letter state abbreviation and the year it is signed. Example: AL 1996. A signed copy of the agreement will be sent to HQ CAP/DOV. The agreement will be valid as long as the signing wing commander holds his position. Initiate a new agreement with the assignment of a new wing commander or LO.

**e.** A CAPF 16, will be used to request payment. Flight time will be recorded on the CAPF 16. Each flight activity will be assigned a call number in a numerical sequence, beginning with the state abbreviation, fiscal year and "01" (example: AL 96-01). When issuing the final call at the end of the fiscal year, insert the word FINAL after the call number. After each flight activity, the LO will complete the CAPF 16 and either mail or fax to HQ CAP/FMF. If mailed, send the original and two copies of the CAPF 16 to HQ CAP/FMF, 105 South Hanesell Street, Maxwell AFB AL 36112-6332. HQ CAP/FMF will process the CAPF 16 sending a copy of the form and payment to the wing, a copy of the paid CAPF 16 to the LO, and retain the original. If faxed, fax the CAPF 16 to 334-953-6777 (FMF). HQ CAP/FMF will process the faxed CAPF 16 sending a paid copy of the form and the payment to the wing, however, it will be the LO's responsibility to maintain the original CAPF 16 in the LO office for 7 years. The LO should choose either the mail or fax method, and will not use both methods at the same time as double payment may result.

## Chapter 5

### FLIGHT RELEASE OF CAP AIRCRAFT

**5-1. General.** A flight release is required for all CAP flight activities. **The pilot-in-command must obtain the flight release.**

**5-2. Flight Release on USAF Assigned Missions.**

a. For USAF assigned reimbursable missions specified in paragraph 1-4 of this directive, a designated CAP mission coordinator is considered a flight release officer (FRO) without written designation otherwise required by this chapter. CAP aircraft are released on such missions using CAPF 84 or 104 (as applicable). Flights from home station to the mission base will be released by a FRO in accordance with paragraph 5-2.b. of this directive. Flights from the mission base to home station may be released using either CAPFs 84; 99, *CAP Flight Authorization Log*; or 104 procedures. Mission coordinators and FROs are authorized to release the following assigned missions:

(1) Search and rescue missions approved by the Air Force Rescue Coordination Center.

(2) Missions flown under a mission number issued by the Air Force National Security Emergency Preparedness office.

(3) All CD agency originated actual counterdrug flights and HQ CAP/DO approved CD training flights.

(4) Other reimbursed missions not listed in this section if specifically approved by HQ CAP-USAF/XO.

(5) Search and rescue/disaster relief evaluations, exercises and training missions which have been issued an Air Force mission number by HQ CAP-USAF/XO or the CAP-USAF liaison region. Flights in support of CAPR 60-2 inspections missions.

(6) Air Force Reserve Officer Training Corps orientation flights.

(7) (CAPFs 5 & 91 evaluations flown under an Air Force mission number. These flights may be part of a check ride clinic or a flight clinic.

(8) or higher level official conferences or meetings and maintenance flights IAW current FARs or transport flights to maintenance facilities.

(9) Flights flown for and funded by the American Red Cross.

(10) Flights flown under a Federal Emergency Management Agency (FEMA) mission number and flown IAW the FEMA memorandum of understanding.

(11) Flights flown under a National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS) mission number and flown IAW the NOAA and NWS memorandums of understanding.

(12) Proficiency flight activities by qualified SAR/DR/CD mission pilots (not leading to an airman rating or certificate) conducted pursuant to guidelines published by HQ CAP-USAF in Attachment 11, Additional Proficiency Flying Training for SAR/DR/CD Mission Pilots.

(13) Support to other federal or national relief agencies not listed under reimbursable categories, but conducted under an AF approved MOU.

(14) Missions designated as Air Force assigned in an Air Force approved MOU which support state, county and local agencies.

(15) Cadet orientation flights flown in accordance with CAPF 77.

(16) Cadet flights including training, flight encampments/academies and cadet encampments.

(17) 911T missions. These missions require wing commander, or his/her appointed representative, and wing liaison officer approval.

(18) CAPFs 5 and 91 evaluations, National Check Pilot Standardization Course and flight clinics not flown under an Air Force mission number.

(19) Other missions specifically approved by the Air Force. This mission has to be approved in advance by the Air Force. Many of these missions can be approved at the CAP-USAF region level and their approval should be sought first.

**5-3. Flight Release on CAP Corporate Missions.**

An FRO is authorized to issue a flight release for CAP corporate missions, when not otherwise designated as an USAF assigned mission, for the following categories of CAP flight activities (reference paragraph 1-5):

(1) Proficiency flights not designated as an Air Force assigned mission.

(2) Missions to support state, county and local agencies not designated as an Air Force assigned mission.

(3) Other CAP flying.

**5-4. Flight Release Officer Qualifications.** Individuals designated as a FRO must meet the following minimum requirements:

a. Possess a sound knowledge of the CAP flight management program and flight release procedures.

b. Satisfy one of the following criteria:

(1) Qualified mission coordinator, or

(2) Unit commander of a unit with CAP flight activity, or

(3) An experienced CAP pilot with a private or higher pilot certificate (need not be current).

c. In unusual situations, HQ CAP/DO may authorize, in writing, a waiver of specific FRO qualification criteria for a designated individual.

**5-5. Flight Release Officer Responsibilities and Procedures.** The FRO is responsible for authorizing a CAP pilot to fly as pilot-in-command in CAP aircraft on CAP flight activities. The FRO is expected to use his/her best efforts to verify appropriate information prior to giving a flight release, including reliance on information verbally provided by the CAP pilot requesting a flight

release. The FRO is not a dispatcher and is not responsible for the actual conduct of flight operations.

a. FROs cannot release a flight on which they are the PIC, crew member, or passenger, with the following exceptions. The following are authorized to release flights on which they are the PIC, crew member, or passenger.

(1) National Commander and national staff members specifically designated by the National Commander.

(2) Region commanders and region staff members specifically designated by the region commander.

(3) Wing commanders, wing liaison officers and National Headquarters staff.

b. The FRO shall accomplish the flight release, using as a minimum, the information in Attachment 12 of this regulation.

c. The FRO shall, by the 5th of each month, forward the original CAPF 99 to the wing DO for use in compiling data for submission of the required monthly CAPF 18. The FRO should also forward a copy of the previous month's CAPF 99 to his/her respective CAP/LO, to assist in the quality control of the wing's flying program.

#### 5-6. Flight Release: Commanders' and Pilots' Responsibilities.

a. **Unit Commanders.** All commanders with CAP flight activity in their units shall:

(1) Appoint, in writing, sufficient individuals who meet FRO qualifications as designated FROs.

(2) Ensure FROs are trained in their flight release responsibilities using as a minimum the CAP HQ provided FRO Training Program.

(3) Publish a current list of FROs, including telephone numbers, and make this list available to all active CAP pilots within a reasonable geographic area.

(4) Provide each FRO with a checklist to assist them in properly accomplishing their responsibilities. As a minimum, the checklist will contain the items in Attachment 12 of this regulation.

(5) Provide an updated list of designated FROs to the appropriate CAP-USAF or CAP liaison office (region or wing) quarterly.

b. **Individual CAP Pilots.** Individual CAP pilots shall:

(1) Furnish documentation and information requested to establish and maintain their qualifications to fly CAP aircraft. This information shall be placed in the individual pilot record maintained for each CAP pilot at their unit of assignment.

(2) Certify the eligibility of any proposed passenger to the FRO prior to obtaining a flight release.

(3) Obtain a flight release from a FRO prior to conducting any CAP flight activity.

(4) Report total flight time, in accordance with local procedures.



DAVID L. MILLER  
Chief, administration

PAUL J. ALBANO, SR.  
Colonel, CAP  
Executive Director

JAMES C. BOBICK  
Brigadier General, CAP  
National Commander

#### Attachments:

1. Mission Symbols
2. Airplane Questionnaire
3. Glider Questionnaire
4. Statement of Understanding
5. Administration of CAPF 5 Flight Checks
6. CAPF 5, *CAP Pilot Flight Evaluation - Airplane*
7. CAPF 5G, *CAP Pilot Flight Evaluation - Glider*
8. Administration of CAPF 91 Mission Flight Checks
9. CAPF 91, *CAP Mission Pilot Checkout*
10. Self-Conducted Proficiency Flight Guidelines
11. Additional Proficiency Flying Training for SAR/DR/CD Mission Pilots
12. Flight Release Officer Checklist
13. CAP Aircraft Operations Under FAR Exemptions
14. CAPF 99, *CAP Flight Release*

## SUMMARY OF CHANGES

Incorporates National Executive Committee (NEC) mandates in addition to incorporating user recommendations.

1. Paragraph 1-3.b. - If the current revision affects the wing/region supplement or OI, the supplement or OI must be submitted to HQ CAP/DO for approval.
2. Paragraph 2-1.g. - Ensures a cross-country flight plan is filed prior to takeoff.
3. Paragraph 2-1.i. - Adds the requirement to carry at least one pyrotechnic device on over-water flights.
4. Paragraph 2-1.m. - Mandates the use of checklists that are in accordance with the appropriate FAA *POH*.
5. Paragraph 2-5.b. - Allows wing commanders to authorize multi-engine aircraft to operate over water to a maximum of one-fourth of the aircraft's range at maximum cruise power provided it is equipped with at least two operational navigation systems.
6. Paragraph 2-6.a.(1) - Rearranged paragraph wording for definition purposes.
7. Paragraph 2-6.a.(2)(c) - Added cadet orientation qualification requirement to cadet flights approved by the unit commander.
8. Paragraph 2-6.a.(3) - Allows cadets up to the age of 21 years old to receive flight training.
9. Paragraph 2-6.c. - Changed wording to allow FAA certified ATC personnel to receive CAP flight ops orientations.
10. Paragraph 2-6.m. - Adds the CAP-USAF region office as an approving authority for other passengers not specified in paragraph 2-6.
11. Paragraph 2-6.o. - Defines a mandatory minimum passenger briefing.
12. Paragraph 2-7. - Reinforces the policy that CAP pilots involved in an aircraft mishap on a CAP flight activity will not fly on any CAP flight activity pending an investigation.
13. Paragraph 2-9.f.g.h. - Further defines pilot records contents. Deleted the requirement to have a CAPF 2a in the pilot records.
14. Paragraph 2-13. - Added the requirement to establish and use a standard Aircraft Information File during aircraft operations.
15. Paragraph 2-14. - Establishes flight time and duty limitations for CAP pilots.
16. Paragraph 2-15. - Clarifies crosswind limitations for CAP aircraft.
17. Paragraph 3-2.b.(1) - Clarifies CAP glider pilot age requirements.
18. Paragraph 3-2.d.(2) - Clarifies CAP glider pilot check pilot requirements.
19. Paragraph 3-2.d.(3) - Clarifies CAP check pilot certificate requirements.
20. Paragraph 3-2.d.(4) - Allows course length and check ride completion standards to be stipulated in courseware.
21. Paragraph 3-2.d.(5) - Allows CAP check pilots to function without a current medical certificate.
22. Paragraph 3-2.e.(2) - Changes glider pilot hour requirements to become a cadet orientation pilot.
23. Paragraph 3-2.e.(5) - Sets pilot requirements for overseas military aero club pilots administering cadet orientation flights.
24. Paragraph 3-2.g.(2) - Adds mission check pilot minimum hour requirement, adds a mission check pilot proficiency flight check and clarifies check ride periodic requirement.
25. Paragraph 3-3.a.(4) - Adds aircraft qualification requirements for complex aircraft.
26. Paragraph 3-4.a.(1) - Clarifies PIC requirements for CAP cadet solo pilots and CAP glider student pilots.
27. Paragraph 3-4.c.(2) - Adds CAP cadet orientation pilot qualification as a requirement to fly cadets on other flights as approved by the unit commander.
28. Paragraph 3-5. - Adds CAP glider student pilots, changes FAA PTS proficiency level for check flights to the certificate held, corrects check pilot PTS proficiency level, clarifies PIC for flight checks, clarifies check ride periodic requirements and adds demonstration of crosswind landings during a flight check.
29. Paragraph 3-9. - Adds minimum mission sorties and the satisfactory completion of a CAPF 91 demonstrating ability to perform and evaluate all applicable areas of the CAPF 91.
30. Paragraph 4-3.a. - Clarifies LO flying status.
31. Paragraph 5-2. & 5-3. - Changes mission symbols.
32. Paragraph 5-5.a.- Clarifies who can flight release themselves.
33. Attachment 1 - Changed mission symbols.
34. Attachment 3 - Added Glider Questionnaire
35. Attachment 6 & 7 - Clarified Sections I and II completion.
36. Attachment 9 - Safety awareness section added to the CAPF 91.
37. Attachment 13 - Changed exemption information to reflect current FAA requirements.
38. Attachment 14 - Added updated mission symbols.

**NOTE: Bars in margins identify updated information.**

**MISSION SYMBOLS****USAF Assigned Reimbursable Missions**

Mission

SymbolDescription

A1	AFRCC SAR missions
A2	AFNSEP missions (NOTE 1)
A3	Counterdrug missions
A4	Missions specifically approved by the Air Force (i.e., low-level survey, courier, etc.)
A5	SAR/DR training/evaluation missions/CAPR 60-2 inspections (NOTE 2)
A6	AFROTC orientation flights including flights to and from the orientation site
A7	CAPFs 5 & 91 evaluation and National Check Pilot Standardization Course and flight clinics

**Air Force Assigned Nonreimbursable Missions**

(May be reimbursed by agencies)

B8	Squadron or higher official conferences or meetings, maintenance flights
B9	Red Cross missions
B10	FEMA missions
B11	NOAA & NWS missions
B12	Mission pilot proficiency flights and SAR/DR training IAW CAPR 50-15
B13	Support to federal or national relief agencies with an Air Force approved MOU
B14	Support to state, county and local agencies with an Air Force approved MOU
B15	Cadet orientation flights IAW CAPF 77
B16	Cadet flights: training, flight encampments/academies, cadet encampments, IACE
B17	911T missions
B18	CAPFs5 & 91 evaluation and NCPSC and flight clinics not flown under an AF mission number
B99	Other missions specifically approved by the USAF (i.e., media, public official, etc.; all requests for approval will be sent to CAP-USAF region commander)

**CAP Corporate Missions**

Mission

SymbolDescription

C1	Proficiency and training flights not designated as an USAF assigned mission
C2	Support to state, county and local agencies not designated as an USAF assigned mission
C3	Other CAP flying

**Other**

L1	CAP & CAP-USAF liaison officer flying
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NOTE 1: Does not include FEMA (B10) missions, Red Cross (B9) missions, or support to other federal or national relief agencies with an Air Force approved MOU (B13).

NOTE 2: CAPR 60-2 inspections are only authorized as an A5 mission if pre-approved in advance by the CAP-USAF Liaison Region.



## | AIRPLANE QUESTIONNAIRE

Name \_\_\_\_\_ Grade \_\_\_\_\_ CAPSN \_\_\_\_\_ Unit \_\_\_\_\_ Date \_\_\_\_\_  
 Check Pilot \_\_\_\_\_ Grade \_\_\_\_\_ CAPSN \_\_\_\_\_ Score \_\_\_\_\_ Type/Model Acft \_\_\_\_\_

Complete this open book questionnaire using the *Flight Manual/Pilot's Operating Handbook*. If a question or part of a question is not applicable, write in NA. The check pilot will review and grade the questionnaire. Minimum passing score is 80%. The completed questionnaire will be filed in the pilot's flight records.

1. Approved fuel grades and colors are: \_\_\_\_\_
2. Location/capacity of each fuel tank is: \_\_\_\_\_
3. Total usable fuel under all flight conditions is \_\_\_\_\_ gallons.
4. Endurance at 75% power, 7,500-foot MSL, with a 45-minute reserve is \_\_\_\_\_ hours.
5. What make and grade oil is used? Winter \_\_\_\_\_ Summer \_\_\_\_\_
6. Oil capacity is \_\_\_\_\_ quarts. Minimum oil quantity for takeoff is \_\_\_\_\_ quarts.
7. Minimum oil pressure is \_\_\_\_\_ psi. Maximum oil pressure is \_\_\_\_\_ psi.
8. Maximum oil temperature is \_\_\_\_\_ degrees (F or C) \_\_\_\_\_
9. Magnetos are checked at \_\_\_\_\_ RPM. RPM drop should not exceed \_\_\_\_\_ RPM on either magneto or \_\_\_\_\_ RPM differential between magnetos.
10. Maximum RPM and MP for takeoff are \_\_\_\_\_ and \_\_\_\_\_ in/Hg.
11. Maximum gross takeoff weight is \_\_\_\_\_ pounds. Empty weight is \_\_\_\_\_ pounds.  
Useful load is \_\_\_\_\_ pounds. Maximum landing weight is \_\_\_\_\_ pounds.
12. Baggage compartment locations/weights are: \_\_\_\_\_
13. Give the IAS at maximum gross weight for:
  - a.  $V_a$  (maneuvering speed) \_\_\_\_\_
  - b.  $V_{so}$  (stall, landing config, power off) \_\_\_\_\_
  - c.  $V_{s1}$  (stall, cruise config, power off) \_\_\_\_\_
  - d.  $V_y$  (best rate of climb, sea level) \_\_\_\_\_
  - e.  $V_x$  (best angle of climb, sea level) \_\_\_\_\_
  - f.  $V_{mc}$  (minimum control speed - multi-engine only) \_\_\_\_\_
  - g. Best glide speed \_\_\_\_\_
14. Give the immediate action/memory items for:
  - a. Engine failure immediately after takeoff: \_\_\_\_\_
  - b. Fire during cranking and engine fails to start: \_\_\_\_\_
  - c. Engine fire in flight: \_\_\_\_\_
  - d. Electrical fire in flight: \_\_\_\_\_
15. Normal takeoff flap setting is \_\_\_\_\_, short field takeoff setting is \_\_\_\_\_, and soft field takeoff flap setting is \_\_\_\_\_.
16. Maximum demonstrated takeoff/landing crosswind component is \_\_\_\_\_ knots.
17. Given: PA = 4,000 feet; Temp = 86° F; Runway 27; Wind 320° at 14 knots; runway is paved, level, and dry; aircraft is at maximum takeoff weight.  
Find: Total takeoff distance to clear a 50-foot obstacle \_\_\_\_\_.
18. Given: PA = 6,000 feet; Temp = 68° F; wind calm; runway is paved, level, and dry; aircraft is at maximum landing weight.  
Find: Total landing distance to clear a 50-foot obstacle \_\_\_\_\_.
19. Landing runway 22; wind 190° at 22 gusting to 30 knots. Will the maximum demonstrated crosswind component for this aircraft be exceeded? \_\_\_\_\_

**I GLIDER QUESTIONNAIRE**

Name \_\_\_\_\_ Grade \_\_\_\_\_ CAPSN \_\_\_\_\_ Unit \_\_\_\_\_ Date \_\_\_\_\_  
 Check Pilot \_\_\_\_\_ Grade \_\_\_\_\_ CAPSN \_\_\_\_\_ Score \_\_\_\_\_ Type/Model Acft \_\_\_\_\_

Complete this open-book questionnaire using the *Flight Manual/Pilot's Operating Handbook*. If a question or part of a question is not applicable, write in NA. Prior to the flight the check pilot will review the questionnaire with the examinee. All questions will be corrected to 100%. The corrected questionnaire will be filed in the pilot's flight records.

1. List the airspeed for the following flight characteristics and limitations:

	<u>Solo</u>	<u>Dual</u>
a. Best Glide Speed	_____	_____
b. Minimum Sink Speed	_____	_____
c. Stall Speed (straight ahead)	_____	_____
d. Stall Speed (30-degree bank)	_____	_____
e. Maximum Aero Tow Speed	_____	_____
f. Maximum Auto/Winch Tow Speed	_____	_____
g. VNE (velocity not to exceed)(redline)	_____	_____
h. Va (maneuvering speed)	_____	_____
i. Pattern Speed	_____	_____

2. Give your immediate action for a rope or cable break?

\_\_\_\_\_  
 \_\_\_\_\_

3. Explain your plan for a rope/cable break at the following altitudes:

- a. Below 200 feet agl, above ground level: \_\_\_\_\_  
 b. Above 200 feet agl, above ground level: \_\_\_\_\_  
 c. Above 800 feet agl, above ground level: \_\_\_\_\_

4. Define "ABCCCD":

A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ C \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_

5. Define "STALL" or "USTALL."

U \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ A \_\_\_\_\_ L \_\_\_\_\_ L \_\_\_\_\_

6. What is the maximum demonstrated takeoff/landing crosswind component?

7. List and explain the steps in spin recovery?

8. What is the minimum front/single seat weight? \_\_\_\_\_

9. Maximum gross takeoff weight is \_\_\_\_\_ pounds. Empty weight is \_\_\_\_\_ pounds. Useful load is \_\_\_\_\_ pounds.

10. Complete a weight and balance problem using both your and your check pilot's weights.

**STATEMENT OF UNDERSTANDING**  
**1 January 1992**

In order to fly CAP aircraft, I understand I must meet Federal Aviation Administration and CAPR 60-1, *Flying, CAP Flight Management*, requirements. I understand that these directives are changed from time to time and it is my responsibility to know and comply with these changes. I also understand that violation of these requirements may result in action being taken against me under the provisions of CAPR 60-1 and CAPR 62-2, *Safety, Mishap Reporting and Investigation*. I understand the provisions of CAPR 62-2 and CAPR 900-5, *The CAP Insurance/Benefits Program*, regarding liability for damage to CAP property.

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Signature

---

Date

NOTE: A copy of this statement will be retained in the pilot's flight records.

## ADMINISTRATION OF CAP FORM 5 FLIGHT CHECKS

CAPR 60-1 requires specific actions and steps be taken for the successful completion of a CAPF 5 flight check. The following guidelines are provided to assist in the administration of CAPF 5 flight checks. Their purpose is to standardize the administration of flight checks throughout CAP, enable all check pilots and applicants to clearly understand what is expected of them during a flight check.

### 1. **Advance Preparation.** The applicant shall:

a. Unless satisfactorily accomplished as part of CAPF 5 flight check within the preceding 12 months, complete the CAPF 5 written examination.

(1) This examination is a take home, open book review of FAA and CAP flight procedures. The applicant is expected to refer to the applicable regulations and procedures in accomplishing this examination.

(2) The completed and graded examination (80% minimum score required) is presented to the check pilot who will administer the remainder of the flight check. The flight check must be accomplished within 90 days of the date on which the written examination is completed. The examination may be taken on-line from the HQ CAP web page.

b. Obtain a blank CAPF 5 and complete the identifying information. A copy of Attachment 6 or 7 is acceptable.

c. For an annual standardization flight evaluation, complete an airplane or glider questionnaire for all aircraft the CAP pilot is authorized to fly. Other evaluations require a completed aircraft questionnaire for the aircraft used during the flight evaluation.

d. Contact an authorized CAP check pilot to schedule the flight check.

### 2. **Preflight.** At the time of the flight check:

#### a. The applicant shall:

(1) Obtain a flight release for the flight check from a designated flight release officer and inform the check pilot of the release (the applicant is pilot-in-command unless specific circumstances dictate the check pilot function as such for a portion or all of the flight). (If the check pilot is to function as the pilot-in-command, the check pilot will obtain the flight release.)

(2) Wear an appropriate CAP uniform.

(3) Present the following items to the check pilot:

(a) Completed and graded CAPF 5 written examination or evidence that it has been satisfactorily accomplished within the preceding 12 months.

(b) Completed aircraft questionnaires in accordance with 1.c. above.

(c) Partially completed (identifying data) CAPF 5.

(d) Valid FAA pilot certificate and current FAA medical certificate.

(e) Current CAP membership card. (Exception: CAP LOs are not required to have a membership card.)

(f) Aircraft log books (or other evidence to verify the airworthiness status) for the airplane used for the flight check.

#### b. The check pilot shall:

(1) Verify an appropriate CAP uniform is worn by both the applicant and check pilot.

(2) Obtain the following documents from the applicant:

(a) A completed and graded CAPF 5 written examination, if applicable (see paragraph 3-5.f.).

(b) CAPF 5 with identifying data entered.

(c) Completed aircraft questionnaire(s).

(d) Valid FAA pilot certificate and current FAA medical certificate.

(e) Current CAP membership card. (Exception: CAP LOs are not required to have a membership card.)

(2) Review the CAPF 5 written examination and discuss incorrect answers or obvious problem areas. For flight checks in a particular aircraft type, review the aircraft questionnaire and ensure the applicant has a thorough knowledge of the aircraft, its operating limitations, procedures, performance, loading and systems.

(3) Proceed with the flight check by accomplishing an oral review of those items on the CAPF 5 that cannot be accomplished in flight. The appropriate items shall be marked "V" to indicate verbal discussion.

(4) Question the applicant on any material related to the flight check deemed necessary to determine the qualifications of the applicant.

(5) Verify the aircraft to be used is in an airworthy condition and that all required documents are in order.

### 3. In-Flight Evaluation.

a. The applicant is usually pilot-in-command unless specific circumstances require the check pilot to function as such for a portion of the flight. Any such conditions will be clearly discussed and agreed to prior to conducting the flight check. If circumstances require the check pilot to assume command of the aircraft during the flight check to prevent a dangerous situation, the flight check shall be considered unsatisfactory and immediately terminated.

b. The check pilot will observe the applicant accomplish requested flight maneuvers and demonstrations in accordance with the criteria contained in the appropriate FAA Pilot Practical Test Standards without assistance from the check pilot. The check pilot may exercise some discretion in providing limited instruction to correct minor deficiencies observed, however, such activity will be restricted to a few minor items. Numerous deficient areas and unfavorable trends are evidence of sub-standard pilot proficiency and will be considered evidence of unsatisfactory performance.

c. For applicants holding an instrument rating or ATP certificate and desiring to exercise instrument privileges on CAP flight activities, the check pilot will observe the applicant demonstrate instrument proficiency during at least partial panel unusual attitude recovery, holding patterns, and at least one instrument approach. Additional demonstrations can be required by the check pilot if considered necessary to demonstrate an acceptable level of instrument proficiency. (This minimum instrument proficiency demonstration is NOT intended to satisfy the requirements for an instrument competency check.) A FAA recognized flight check requiring a demonstration of instrument competency within 180 days preceding the CAPF 5 flight check may satisfy the requirement.

### 4. Post-Flight - Review and Documentation.

a. The check pilot shall:

(1) Review the applicant's performance during the flight check and discuss any comments or suggestions.

(2) Complete the appropriate entries on the CAPF 5. Any notations or limitations should be entered in the remarks section. Once the check pilot indicates the flight check is begun, a completed CAPF 5 is required.

(3) Return the completed CAPF 5, aircraft questionnaire (if applicable), and written examination (if applicable) to the applicant for copying and distribution as necessary.

b. If the flight check is unsatisfactory, the applicant shall be informed as to the specific unsatisfactory items. These items shall be noted on the CAPF 5. The check pilot shall return all documents to the applicant. The applicant should be reminded that he/she is required to accomplish the recheck with the same check pilot unless that check pilot agrees to another. Advise the applicant what is necessary to prepare for retaking the flight check and make any necessary arrangements for scheduling it. Ensure the respective wing standardization/evaluation officer and the appropriate wing commander are notified of the failure.

c. Applicants who believe improprieties existed in the administration of their flight check should contact their unit commander to discuss the matter. If the unit commander agrees that a complaint is justified, the standardization/evaluation officer of the wing in which the flight check was given is provided the necessary details concerning the complaint. Any such situations shall be promptly investigated by the standardization/evaluation officer. A report to the unit commander relating the complaint will be provided within 10 days. The unit commander shall notify the applicant of the disposition of the complaint. The decision of the responsible wing standardization/evaluation officer regarding the proper conduct of a flight check is final.

**CAP PILOT FLIGHT EVALUATION - AIRPLANE**

DATE OF CHECK:

MEMBER'S NAME (print or type)	CAP MEMBER EXP DATE	CHARTER NO	AIRCRAFT
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TYPE CHECK: (Check all satisfactorily completed flight checks)

☐ Initial                      ☐ Instructor/Check Pilot                      ☐ Night Orientation                      ☐ Aircraft Checkout  
☐ Recurrency                      ☐ Multi-Engine                      ☐ Instrument                      ☐ Other \_\_\_\_\_  
☐ Annual Standardization                      ☐ Cadet Orientation                      ☐ FAA BFR/AFR

**INSTRUCTIONS**

Sections I and II may be completed separately within a 30-day period before the flight check. All items for the appropriate type check must be completed indicating S - Satisfactory, U - Unsatisfactory or V - Verbally. If a member can satisfactorily perform the more complex maneuvers, less complex maneuvers need not be accomplished at the discretion of the check pilot. Night orientation is for familiarization only and required only at the discretion of wing commanders or higher. Pilots are evaluated on their ability to satisfactorily perform the tasks assigned, knowledge of procedures, smoothness, judgment, and mastery of the aircraft. Failure to meet the standards of performance for any task performed will result in an unsatisfactory evaluation. Tolerances specified in the appropriate FAA Practical Test Standards represent the minimum performance expected in good flying conditions. Individuals holding an instrument rating or ATP certificate are required to demonstrate instrument proficiency on a CAPF 5 flight check or be restricted from exercising instrument privileges on CAP flight activities.

<b>I. ORAL DISCUSSION</b>	<b>VII. INSTRUMENT REFERENCE MANEUVERS</b>
A. CAPF 5 Written Exam	A. Straight & Level Flight
B. Review CAPR 60-1 & Supplements	B. Constant Airspeed Climbs
C. Review Flight Release Procedures	C. Constant Airspeed Descents
D. Review CAPF 9 Requirements	D. Turns To A Heading
E. Local Procedures	E. Unusual Flight Attitudes
	F. Radio Nav & Radar Services
<b>II. PREFLIGHT PREPARATION</b>	<b>VIII. FLIGHT AT CRITICALLY SLOW AIRSPEEDS</b>
A. Certificates & Documents	A. Full Stalls - Power Off
B. Obtaining Weather Information	B. Full Stalls - Power On
C. Determine Weight & Balance	C. Maneuvering At Crit Slow Airspeed
D. Determine Takeoff Performance	D. Constant Altitude Turns
E. Determine Cruise Performance	
F. Determine Landing Performance	
G. Cross-country Flight Planning	<b>IX. GROUND REFERENCE MANEUVERS</b>
H. Airplane Systems	A. Rectangular Course
I. Aeromedical Facts Understanding	B. S - Turns Across A Road
	C. Turns Around A Point
<b>III. GROUND OPERATIONS</b>	<b>X. NIGHT FLIGHT OPERATIONS</b>
A. Visual Inspection	A. Preparation & Equipment
B. Cockpit Management	B. Night Flight Procedures
C. Starting Engines	C. Factors Essential To Night Flight
D. Taxiing	D. Airplane & Airport Lighting
E. Pre-takeoff Check	<b>XI. EMERGENCY PROCEDURES</b>
F. Takeoff Briefing	A. Emergency Approach & Landing (sim)
G. Post-flight Procedures	B. System & Equipment Malfunction
<b>IV. AIRPORT &amp; TRAFFIC PATTERN OPS</b>	C. POH Bold Face Knowledge
A. Radio Comm & ATC Light Signals	D. Emergency Descent
B. Traffic Pattern Operations	
C. Airport & Runway Markings & Lighting	<b>XII. APPROACHES &amp; LANDINGS</b>
<b>V. TAKEOFF &amp; CLIMBS</b>	A. Normal Approaches and Landings
A. Normal Takeoff & Climb	B. X-wind Approaches and Landings
B. Crosswind Takeoff & Climb	C. Forward Slips to Landing
C. Short-field Takeoff & Climb	D. Go-around
D. Soft-field Takeoff & Climb	E. Short-field Approach & Landing
<b>VI. CROSS-COUNTRY FLYING</b>	F. Soft-field Approach & Landing
A. Pilotage & Dead Reckoning	<b>XIII. SAFETY AWARENESS</b>
B. Radio Navigation	A. Clearing Turns and Collision Avoidance
C. Diversion	B. Vigilance and Risk Management
D. Lost Procedures	C. Fuel Management

<b>XIV. INSTRUMENT PROFICIENCY</b>		F. Determine Weight & Balance	
A. Ground Prep (WX, AC systems, Flt Plan)		G. Normal & Crosswind Takeoffs	
B. Air Traffic Procedures		H. Normal Climbs	
C. Compliance with ATC Clearances		I. Maximum Performance Takeoff & Climb	
D. Holding Procedures		J. Flight at Critically Slow Airspeed	
E. Flight By Reference to Instruments		K. Emergency Procedures	
F. Recovery from Unusual Attitudes		(1) System & Equipment Malfunctions	
G. Intercept & Tracking (VOR & NDB)		(2) One-engine Operation	
H. Instrument Approach Procedures		(3) Engine Failure/Takeoff Below VMC	
ILS/MLS Approach		(4) Engine Failure/After Liftoff	
VOR/VORTAC Approach		(5) Engine Failure/En Route	
NDB Approach		(6) Engine Out Maneuvering	
Circling Approach		(7) Approach & Landing	
Missed Approach		(8) Minimum Controllable A/S Demo	
<b>XV. MULTI-ENGINE PROCEDURES</b>		(9) Instrument Flight Procedures	
A. Airplane Systems and Operation		(a) Single-engine Precision Approach	
B. Use of Minimum Equipment List		(b) Single-engine Non-prec Approach	
C. Determine Takeoff Performance		(c) Single-engine Circling Maneuver	
D. Determine Cruise Performance		(10) Normal & Xwind Approach/Landing	
E. Determine Landing Performance		(11) Go-around	

REVIEW OF CERTIFICATES AND DOCUMENTS (VERIFIED BY CHECK PILOT)  
 FAA Pilot Certificate No: \_\_\_\_\_ FCC Radio Telephone Permit Date (If Applicable): \_\_\_\_\_  
 FAA \_\_\_\_\_ Class Medical, Issue Date: \_\_\_\_\_ FAA BFR DATE: \_\_\_\_\_

I certify that I have read and understand all applicable FAA, CAP, and state regulations pertaining to flying subject aircraft. I acknowledge any restrictions or training requirements stated above. I also understand that maintaining currency, recurring requirements, and compliance with applicable directives is my personal responsibility.

DATE	MEMBER'S NAME & GRADE (Print or Type)	MEMBER'S SIGNATURE
------	---------------------------------------	--------------------

I certify that I have administered a CAP flight check as indicated and that the below named CAP member:

\_\_\_\_\_ Has demonstrated proficiency required to fly the indicated aircraft.  
 \_\_\_\_\_ Has demonstrated proficiency required to be a cadet orientation pilot.  
 \_\_\_\_\_ Has demonstrated instrument proficiency.  
 \_\_\_\_\_ Is not qualified. Requires additional training and recheck.

COMMENTS:

DATE:	FLIGHT TIME:	EVALUATOR'S NAME & CERT NO:	EVALUATOR'S SIGNATURE:
NAME & GRADE OF UNIT OPERATIONS OFFICER:		SIGNATURE:	DATE:

**CAP PILOT FLIGHT EVALUATION - GLIDER**

DATE OF CHECK:

MEMBER'S NAME (print or type)		CAP MEMBER EXP DATE	CHARTER NO	AIRCRAFT
TYPE CHECK: (Check all satisfactorily completed flight checks) ___ Initial                      ___ Cadet Orientation                      ___ FAA BFR/AFR ___ Recurrency                      ___ Annual Standardization                      ___ Instructor/Check Pilot                      ___ Other _____				
<b>INSTRUCTIONS</b>				
Sections I and II may be completed separately within a 30-day period before the flight check. All items for the appropriate type check must be completed indicating S - Satisfactory, U - Unsatisfactory or V - Verbally. If a member can satisfactorily perform the more complex maneuvers, less complex maneuvers need not be accomplished at the discretion of the check pilot. Pilots are evaluated on their ability to satisfactorily perform the tasks assigned, knowledge of procedures, smoothness, judgment, and mastery of the aircraft. Failure to meet the standards of performance for any task performed will result in an unsatisfactory evaluation. Tolerances specified in the FAA Private Practical Test Standards represent the minimum performance expected in good flying conditions.				
<b>I. ORAL DISCUSSION</b>		<b>V. GROUND LAUNCH (AUTO OR WINCH)</b>		
A. CAPF 5 Written Exam		A. Visual Signals		
B. Review CAPR 60-1 & Supplements		B. Normal & Crosswind Takeoffs		
C. Review Flight Release Procedures		C. Ground Launch Abnormal Occurrences		
D. Review CAPF 9 Requirements		<b>VI. IN-FLIGHT MANEUVERS</b>		
E. Local Procedures		A. Straight Glide		
<b>II. PREFLIGHT PREPARATION</b>		B. Turns to Headings		
A. Certificates & Documents		C. Steep Turns		
B. Obtaining Weather Information		D. Maneuvering at Critical Slow Airspeed		
C. Flight Instruments & Systems		E. Stall Recognition and Recovery		
D. Determine Performance & Limitations		<b>VII. PERFORMANCE AIRSPEEDS</b>		
E. Flight Preparation & Planning		A. Minimum Sink Airspeed		
F. Equipment		B. Speed-to-fly		
G. Aeromedical Factors		<b>VIII. SOARING TECHNIQUES</b>		
<b>III. GROUND OPERATIONS</b>		A. Thermal Soaring		
A. Assembly		B. Ridge and Slope Soaring		
B. Visual Inspection		C. Wave Soaring		
C. Ground Handling		<b>IX. APPROACHES AND LANDINGS</b>		
D. Pre-takeoff Check		A. Traffic Pattern		
E. Post-flight Procedures		B. Normal and Crosswind Landings		
F. Takeoff Briefing		C. Slips to Landing		
<b>IV. AEROTOW LAUNCH</b>		D. Downwind landing		
A. Visual Signals		E. Simulated Off-airport Landings		
B. Normal & Crosswind Takeoffs		<b>X. SAFETY AWARENESS</b>		
C. Maintaining Tow Position		A. Clearing		
D. Slack Line Procedures		B. Collision Avoidance		
E. Boxing the Wake		C. Checklist Usage		
B. Tow Release		D. Stall / Spin Awareness		
		E. Vigilance and Risk Management		
C. Aerotow Abnormal Occurrences		BFR DATE: _____ FAA Pilot Certificate No: _____		
I certify that I have read and understand all applicable FAA, CAP, and state regulations pertaining to flying subject aircraft. I acknowledge any restrictions or training requirements stated above. I also understand that maintaining currency, recurring requirements, and compliance with applicable directives is my personal responsibility.				
DATE	MEMBER'S NAME & GRADE (Print or Type)		MEMBER'S SIGNATURE	
I certify that I have administered a CAP flight check as indicated and that the below named CAP member: ___ Has demonstrated proficiency required to fly the indicated aircraft. ___ Not qualified. Requires additional training and recheck. ___ Has demonstrated proficiency required to be a cadet orientation pilot.				
<b>COMMENTS:</b>				
DATE:	FLIGHT TIME:	EVALUATOR'S NAME & CERT NO:	EVALUATOR'S SIGNATURE:	
NAME & GRADE OF UNIT OPERATIONS OFFICER:		SIGNATURE:		DATE:



## ADMINISTRATION OF CAP FORM 91 MISSION FLIGHT CHECKS

CAPR 60-1 requires specific actions and steps to be taken to successfully complete a CAPF 91 mission flight check. The following guidelines assist in the administration of CAPF 91 flight checks. They standardize the administration of mission flight checks throughout CAP and enable all mission check pilots to understand what minimum items are expected of them in conducting a mission flight check.

**1. Preflight - Review and Preparation.** The mission check pilot shall:

- a. Verify an appropriate CAP uniform is worn by the applicant.
- b. Obtain the following documents from the applicant:
  - (1) Evidence of current CAPF 5 flight check valid for the aircraft used for the mission flight check.
  - (2) Evidence to show completion of initial mission pilot qualification training requirements (CAPF 101 or 101T).
  - (3) CAPF 91 with identifying data entered.
  - (4) Valid FAA pilot certificate and current FAA medical certificate.
  - (5) Current CAP membership card.
  - (6) If applicable, CAP radio operator's permit and/or FCC restricted radio telephone permit.
- c. Verify the aircraft to be used is in an airworthy condition and that all required documents are in order.
- d. Proceed with the mission flight check by accomplishing an oral review of those items on the CAPF 91 that cannot be accomplished in flight. The appropriate items shall be marked "V" to indicate satisfactory verbal discussion.
- e. Question the applicant on any material related to the mission flight check deemed necessary to determine the qualifications of the applicant.

**2. Oral Review.** The mission check pilot will conduct an oral review with the applicant covering at least the following items:

- a. Mission administrative procedures, including sign in of personnel and aircraft.
- b. Mission flight planning, including preparation of CAPF 104.
- c. Search patterns and procedures.
- d. Observer/scanner briefing and utilization.
- e. Use of the standardized chart grid system.
- f. Debriefing procedures.
- g. Procedures for completing and submitting CAPF 108.

**3. Conducting the In-Flight Portion of the Mission Flight Check.**

a. The applicant is pilot-in-command unless specific circumstances require the mission check pilot to function as such for a portion of the flight. Any such conditions will be clearly discussed and agreed to prior to conducting the mission flight check. If circumstances require the mission check pilot to assume command of the aircraft during the mission flight check to prevent a dangerous situation, the mission flight check shall be considered unsatisfactory and immediately terminated.

b. The mission check pilot shall observe and evaluate the applicant accomplish CAPF 91 mission flight maneuvers. All flight maneuvers shall be conducted using utmost consideration for safety, sound judgment and use of appropriate mission procedures.

c. The mission flight check shall be conducted to evaluate the skills and proficiency of the applicant. While the mission check pilot may exercise discretion in providing limited instruction to correct minor deficiencies observed, such activity should be restricted to a few minor items. Numerous deficient areas and unfavorable trends are evidence of substandard pilot proficiency and should be considered evidence of unsatisfactory performance.

**4. Post-Flight: Review and Documentation.**

- a. The mission check pilot shall:
  - (1) Review the applicant's performance during the mission flight check and discuss any comments or suggestions.
  - (2) Complete the appropriate entries on the CAPF 91. Any notations or limitations should be entered in the remarks section. Once the check pilot indicates the mission flight check is begun, a completed CAPF 91 is required.
  - (3) Return the completed CAPF 91 to the applicant for copying and distribution as necessary.
- b. If the mission flight check is unsatisfactory, the applicant shall be informed as to the specific unsatisfactory items. These items shall be noted on the CAPF 91. The mission check pilot shall return all documents to the applicant. The applicant should be reminded that he/she is required to accomplish the recheck with the same mission check pilot unless that mission check pilot agrees to another. Advise the applicant what is necessary to prepare for retaking the mission flight check and make any necessary arrangements for scheduling it. Advise the respective wing standardization/evaluation officer who will in turn advise the appropriate wing commander.

c. Applicants who believe improprieties existed in the administration of their mission flight check should contact their unit commander to discuss the matter. If the unit commander agrees that a complaint is justified, the standardization/evaluation officer of the wing in which the flight check was given is provided the necessary details concerning the complaint. Any such situations shall be promptly investigated by the standardization/evaluation officer. A report to the unit commander relating the complaint will be provided within 10 days. The unit commander shall notify the applicant of the disposition of the complaint. The decision of the responsible wing standardization/evaluation officer regarding the proper conduct of a flight check is final.

**CAP MISSION PILOT CHECKOUT**

DATE OF FLIGHT CHECK:

MEMBER'S NAME (print or type)	CAPSN	FAA CERTIFICATE NO.	CHAPTER NO
MEMBER'S ADDRESS (print or type)	LAST CAPF 5	DATE CAPF 101 ISSUED	CAP ROP NO (as req)

**I. ORAL DISCUSSION**

A. CAPF 116 Written Exam Passed (Initial only)

B. Mission Base Procedures  
(Sign In, Flight Plans, Reimb Forms)

C. Air-to-ground Signals

D. Mission Safety Principles

E. CAP Radio Procedures (as req)

F. Individual &amp; Crew Equipment/Clothing

G. Search Procedures

H. Map and Chart Reading

**VI. EMERGENCY PROCEDURES**

A. Low Altitude Engine Failure

B. Ditching

C. Landing on Unprepared Surface

D. Deteriorating Weather

**VII. MISSION FLIGHT MANEUVERS**

A. 720 Steep Turns

B. Turns About a Point

C. Message Drop Procedure (verbal)

D. Airspeed Control

E. Low Speed Maneuvering

F. Low Level Navigation (without elec nav aids)

G. Judgement

**VIII. SAFETY AWARENESS**

A. Clearing and Collision Avoidance

B. Vigilance

C. Cockpit Resource Management

D. Risk Management

**II. PREFLIGHT PLANNING**

A. Determine Performance Limitations

B. Obtain Mission Briefing

C. Gridded Sectional

D. Observer Briefing

E. Fuel Planning &amp; Reserve

F. Ground Team Coordination

**III. VISUAL SEARCH PATTERNS & PROC**

A. Locate Grid or Area (without electronic aids)

B. Establish Search Altitudes

C. Parallel Search Procedures

D. Creeping Line Search Procedures

E. Expanding Square Search Procedures

F. Ground Team Coordination

**IV. ELECTRONIC SEARCH PATT & PROC**

A. Locate Starting Point (with &amp; without elec. aids)

B. Establish Appropriate Search Altitudes

C. VHF-Df Procedures

D. Wing Null Procedures

E. Aural (build-fade) Procedures

**V. MOUNTAINOUS TERRAIN PROCEDURES**

A. Locate Grid/Area (with &amp; without elec nav aids)

B. Establish Search Altitude

C. Contour Search Procedures

D. Canyon Search Procedures

E. Ridge Crossing Procedures

F. Communications Procedures

G. Wind/Updrafts/Downdrafts

H. Mountain Wave Effect

I certify that I have administered a cap mission pilot flight check as indicated and that the above named member:

\_\_\_\_\_ Has demonstrated proficiency required to fly as a mission pilot, see reverse for applicable comments.

\_\_\_\_\_ Has demonstrated proficiency required to fly as a mission check pilot; see reverse for applicable comments.

\_\_\_\_\_ Is not qualified, requires additional training and recheck. See reverse for comments.

DATE	FLIGHT TIME	EVALUATOR'S NAME & GRADE	EVALUATOR'S SIGNATURE
NAME & GRADE OF UNIT OPERATIONS OFFICER		SIGNATURE	DATE: CONCUR NON CONCUR

## SELF-CONDUCTED PROFICIENCY FLIGHT GUIDELINES

This attachment provides a recommended self-conducted proficiency flight profile that may be used to improve pilot confidence and currency in a particular. It is recommended that the procedures outlined below be accomplished at least once each 90 days to maintain pilot proficiency.

### 1. Preflight.

- a. Obtain a flight release from a designated flight release officer.
- b. Review the AFM/POH, including limitations, operating procedures (normal, abnormal and emergency), loading, performance, etc.
- c. Accomplish the aircraft preflight inspection.

### 2. Flight Profile.

- a. Accomplish normal taxi, takeoff and departure to the local practice area.
- b. Upon reaching the practice area and at an altitude of at least 3,000 feet AGL, conduct appropriate clearing turns. **MAINTAIN CONSTANT VISUAL AWARENESS OUTSIDE THE COCKPIT THROUGHOUT ALL MANEUVERS**
  - (1) Perform 720° steep bank turns (45-50° bank) in both directions while maintaining altitude within 100 feet.
  - (2) Maintain altitude within 100 feet and heading within 5° while slowing to 1.2  $V_{S1}$ . Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. While maintaining heading within 5°, reduce power to idle and increase pitch attitude to maintain altitude until onset of stall warning. Recover straight ahead with minimum altitude loss and re-establish a speed of 1.2  $V_{S1}$ .
  - (3) Extend flaps to approach position and reduce speed to onset of stall warning while maintaining altitude within 100 feet and heading within 5°. Increase power as necessary to maintain altitude. Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. Increase power to takeoff power while simultaneously increasing pitch attitude to simulate a go-around condition and begin a medium bank turn in either direction. Raise the nose until onset of stall warning. Recover straight ahead with minimum altitude loss and re-establish the speed used at the beginning of this maneuver.
  - (4) Extend flaps to landing position, extend landing gear (if applicable), and reduce speed to onset of stall warning while maintaining altitude within 100 feet and heading within 5°. Increase power as necessary to maintain altitude. Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. While maintaining a constant heading within 5°, reduce power to normal approach power setting and begin a typical final approach descent. Increase pitch attitude until onset of stall warning. Accomplish a full recovery straight ahead, climbing to the altitude at which the maneuver was started.
  - (5) Establish level flight, maintaining altitude within 100 feet and heading within 5° while reducing speed to 1.2  $V_{S1}$  with flaps and gear (if applicable) retracted. Without changing power, establish a 30° bank turn in either direction, and smoothly increase elevator back pressure until onset of stall warning. Recover straight ahead with minimum altitude loss.
- c. Return to the airport to accomplish the following takeoff and landing exercises:
  - (1) Perform a normal landing, using full flaps, to a touch and go.
  - (2) Perform a short field landing to a full stop, with a simulated 50-foot obstacle located at the runway threshold using the procedures recommended in the AFM/POH.
  - (3) Taxi back to the departure end and perform a soft field takeoff using the procedures recommended in the AFM/POH.
  - (4) Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
  - (5) Taxi back to the departure end and perform a short field takeoff using the procedures recommended in the AFM/POH.
  - (6) Accomplish additional practice takeoffs and landings as desired.
  - (7) Perform a normal landing to a full stop.

### 3. Post Flight.

- a. Secure the aircraft in the hanger or tie down location (including fueling, cleaning windshield, etc.).
- b. Complete necessary flight time reports.
- c. Conduct a post-flight inspection of the aircraft.
- d. Review your performance!

## **ADDITIONAL PROFICIENCY FLYING TRAINING FOR SAR/DR/CD MISSION PILOTS**

The following syllabus guidelines provide procedures for “Proficiency Flight Training for SAR/DR/CD Mission Pilots.”

This training is optional and is available for up to a maximum of **4 hours per calendar month per individual SAR/DR/CD mission pilot**. Proficiency Flight Training for SAR/DR/CD mission pilots **may not** lead to higher airman ratings or certificates. **These proficiency flights are Air Force-assigned nonreimbursed missions and should be released using mission symbol B-12 found in Attachment 1.**

Select from the following list of procedures and maneuvers as appropriate:

1. Perform the self-conducted proficiency flight procedures as outlined above.
2. **Cross Country Flying:**
  - a. Preparation of aeronautical charts, navigation log, and FAA flight plan.
  - b. Filing, activating and closing flight plan.
  - c. Mixture leaning procedures.
  - d. Pilotage procedures.
  - e. Dead reckoning and in-flight use of navigation log.
  - f. Departure, en route and arrival radio communications procedures.
  - g. Unfamiliar airport procedures:
    - (1) Controlled.
    - (2) Uncontrolled.
  - h. Post-flight.
3. **Night Flying:**
  - a. Night pre-flight.
  - b. Use of taxi light.
  - c. Taxi
  - d. Take-off, departure, climbout.
  - e. Local area orientation.
  - f. Traffic patterns, approaches and full stop landings.
  - g. Use of landing lights.
  - h. Post flight.
4. **Instrument Flying (Requires a Safety Pilot):**
  - a. Basic radio navigation.
    - (1) VOR position finding.
    - (2) VOR tracking.
    - (3) ADF homing.
  - b. Basic instrument maneuvers.
    - (1) Straight and level and turning flight.
    - (2) Straight and turning constant airspeed climbs.
    - (3) Straight and turning constant airspeed descents.
    - (4) Level, climbing, and descending turns to headings.
  - c. Advanced instrument maneuvers (if instrument rated).
    - (1) ILS approaches.
    - (2) VOR approaches.
    - (3) NDB approaches.
    - (4) Holding (intersection, terminal).

**FLIGHT RELEASE OFFICER CHECKLIST**

- ☐ 1. Verify that the purpose of the flight meets the applicable criteria set forth in CAPR 60-1, paragraph 5-2 or 5-3 and that when and where available, CAP corporate aircraft are utilized.
- ☐ 2. Verify name of the designated PIC (the PIC must obtain the flight release).
- ☐ 3. Verify that all passengers meet the applicable criteria set forth in CAPR 60-1, paragraph 2-6.
- ☐ 4. Assign the appropriate flight mission symbol as identified in CAPR 60-1, Attachment 1 or the CAPF 99.
- ☐ 5. Complete applicable portions of CAPF 99.
- ☐ 6. Verify the pilot and passengers are current members (or otherwise authorized to fly in CAP aircraft) and carry current membership cards.
- ☐ 7. Verify the pilot has a valid (original) FAA pilot certificate in his possession.
- ☐ 8. Verify the pilot has a current medical certificate in his possession (not required for gliders and balloons).
- ☐ 9. Verify the pilot has a current CAPF 5 flight check valid for the type of aircraft being flown (except for flight checks, in which the check pilot's name will be obtained).
- ☐ 10. Verify the pilot is current and qualified in accordance with CAPR 60-1 and applicable FARs for the type of flight conditions, aircraft and mission to be released.
- ☐ 11. Verify a FAA flight plan has been filed prior to flights of more than 50 nm from the departure airport.
- ☐ 12. Remind the pilot to review the "I'M SAFE" card as mentioned in the Aeronautical Information Manual, Chapter 8, Medical Facts for Pilots. See Note 2.
- ☐ 13. Record total flight hours reported by the pilot after the flight.

NOTE 1: A flight release officer is not a dispatcher. They are expected to rely upon information provided verbally from the pilot and to use their best judgment considering weather, aircraft, and pilot in releasing flights.

NOTE 2: The following are excerpts from the AIM:

The “IM SAFE” card is a personal checklist that ensures the following statement is valid. I’m physically and mentally safe to fly; not being impaired by:

**I**llness. Even a minor illness suffered in day-to-day living can seriously degrade performance of many piloting tasks vital to safe flight. .... The safest rule is not to fly while suffering from any illness. If this rule is considered too stringent for a particular illness, the pilot should contact an Aviation Medical Examiner for advice.

**M**edication. Pilot performance can be seriously degraded by both prescribed and over-the-counter medications, as well as by the medical conditions for which they are taken. .... The FAR’s prohibit pilots from performing crewmember duties while using any medication that affects the faculties in any way contrary to safety.

**S**tress. Stress from everyday living can impair pilot performance, often in very subtle ways. .... Stress and fatigue (lack of adequate rest) can be an extremely hazardous combination.

**A**lcohol. Extensive research has provided a number of facts about hazards of alcohol consumption and flying. As little as one ounce of liquor, one bottle of beer or four ounces of wine can impair flying skills.....

**F**atigue. Fatigue and lack of adequate sleep continue to be some of the most treacherous hazards to flight safety, as it may not be apparent to a pilot until serious errors are made.

**E**motion. The emotions of anger, depression, and anxiety ..... may lead to taking risks that border on self-destruction.

## CAP AIRCRAFT OPERATIONS UNDER FAR EXEMPTIONS

- 1. General:** The FAA in 1981 ruled that CAP aircraft operations are considered those of "civil aircraft" and not "public aircraft" and are therefore subject to the Federal Aviation Regulations (FARs).
- 2. The Public Aircraft Law:** In 1994, Congress amended the Public Aircraft Law (P.L. 103-411) to bring aircraft operators under the FARs which primarily impacted state and federal aircraft which had previously operated outside of the FARs. This law did not affect CAP operations since CAP had been operating under the FARs in keeping with the FAA's 1981 determination.
- 3. FAA Exemptions for CAP Operations:** Since CAP operations are under the FARs CAP has obtained FAA exemptions in two areas:

### FAR Part 61 – Reimbursement of Private Pilots

- CAP's new FAA Exemption to FAR Part 61 allows CAP to resume reimbursement of private pilots flying Air Force assigned (Categories A and B) missions.
- Reimbursement for member-furnished aircraft is included.
- Per diem is allowed.
- Only reimbursement and per diem provided for in CAP Regulation 173-3, *Payment for Civil Air Patrol Support*, are allowed, and only at the rates and in accordance with the procedures set forth in that regulation. Future rate changes will require FAA approval before implementation.
- The exemption became effective 28 May 98. It is not retroactive to flights conducted before that date.

### FAR Part 135 – Commercial Operating Rules

- CAP's "master exemption" allowing the organization to receive limited reimbursement for certain public service missions while operating under the General Operating and Flight Rules of FAR Part 91 instead of Part 135 is unaffected.
- That exemption still requires that CAP missions be flown by a commercial, instrument rated pilot with a current second-class medical certificate if:
  - CAP may seek reimbursement for the flight, *and*
  - the purpose of the flight is transportation of persons or property (from Point A to Point B), *and*
  - persons other than CAP members or government (federal, state or local) employees or officials are to be transported, *or*
  - property belonging to other than CAP, its members or a governmental entity is to be transported (i.e., – Red Cross blood transport).



PAGE \_\_\_\_\_ OF \_\_\_\_\_

CAP FLIGHT RELEASE LOG										DATES: From _____ To _____	
UNIT:		WING:		REGION:		LOCAL USE:		PILOT-IN-COMMAND		ACT	
LINE NO.	DATE	MSN SYM	AF MSN NO.	ACFT TYPE	"N" NUMBER	DEP POINT	DESTINATION	CREW/PAX	EST	FLT	TIME
<b>USAF Reimbursable Missions:</b> A1 AFRCC SAR mission A2 AFNSEP mission A3 Counterdrug mission A4 Missions specifically approved by the Air Force (i.e., low-level survey, courier, etc.) A5 SAR/DR training/evaluation mission/CAPR 60-2 inspections A6 AFROTC orientation flights including flights to and from the orientation site A7 CAPFs 5 & 91 evaluation and National Check Pilot Standardization Course and flight clinics											
<b>USAF Non-reimbursable Missions:</b> (May be reimbursed by another agency) B8 Squadron or higher official conferences or meetings, maintenance flights B9 Red Cross missions B10 FEMA missions B11 NOAA & NWS missions B12 Mission pilot proficiency flights B13 Support to other federal or national relief agencies with an Air Force approved MOU B14 Support to state, county and local agencies with an Air Force approved MOU B15 Cadet orientation flights LAW CAPF 77 B16 Cadet flights: training, flight encampments/academies, cadet encampments, IACE B17 911T missions B18 CAPFs 5 & 91 evaluation and NCPSC and flight clinics not flown under an AF mission number B99 Other flights specifically approved by the USAF (all requests for approval will be sent to CAP-USAF region commander).											
<b>CAP Corporate Missions:</b> C1 Proficiency and training flights not designed as a USAF assigned mission C2 Support to state, county and local agencies not designed as a USAF assigned mission C3 Other CAP flying											
<b>Other:</b> L1 CAP & CAP-USAF liaison officer flying											

(CONTINUED ON REVERSE)

CAP Form 99, AUG 98

Forward a copy to the CAP/LO by the 5<sup>th</sup> of each month.